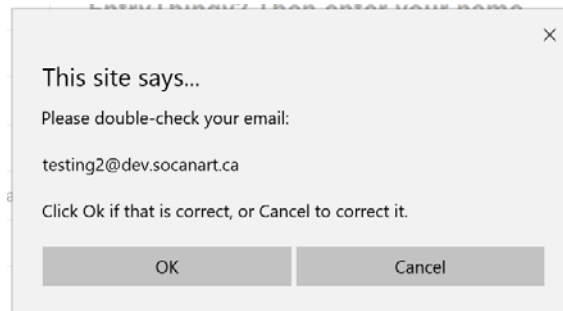# HOW TO USE ENTRYTHINGY – ARTIST

Welcome to the Society of Canadian Artists' How To guide. This document will help you through the process of using the third party jurying system, EntryThingy for the firsts time. More Help information is available on EntryThingy's site.

CREATE AN ACCOUNT

Enter your **First Name**, **Last Name**, **email address** and **password**

You will receive a message to check your email address – **OK**

> This site says...
>
> Please double-check your email:
>
> testing2@dev.socanart.ca
>
> Click Ok if that is correct, or Cancel to correct it.
>
> OK   Cancel

Provide your account contact information

Enter **Address**, **country** & **Phone number**

Enter Alternate phone and website if you want

Click **Submit**

You will be asked to verify your information. If everything is ok, select **Submit**

You will see a list of the SCA's open calls

Select the **Apply Now** beside the applicable call

ENTRY SUBMISSION

You are now working within the EntryThingy environment that is hosted on the SCA site. You should see the following Menu options

Main   My Profile   Help   Logout   EntryThingy For Artists »   Hello John Painter

Entry Conditions – This will list the SCA's rule for submitting to this call. You must agree to the Entry conditions in order to proceed. Please read carefully.

Select the **check box** for " I have read and understand the entry instructions". Select the **Continue to Next Step** button

GENERAL ENTRY INFORMATION WINDOW

Select the Terms of Entry link to have them displayed

Select the check box for "I agree with the terms of entry" **THIS IS REQUIRED**

Select the **Save** and **Continue to Next Step** button

FILES FOR THIS ENTRY

You need to add your files.

Click **Add** File

Enter the **Title**

Enter the **Dimensions in inches in HxWXD (Depth only if 3D work)**

Enter **Material** = ie: Oil, Acrylic, Pastel, etc.

Enter **Year** created in YYYY format

Select the **Browse** button to upload the file

If you upload an image file that is too small or too big, you will receive an error message that the file is too small/big and you will have to upload it again

For the **CV** file upload enter your name and CV (ie Jane Artist CV) (NOTE: This is ONLY applicable for Elected Membership applications)

You must also enter at least a space in the other fields

INFORMATION ABOUT MENU OPTIONS

Main   My Profile   Help   Logout   EntryThingy For Artists »   Hello Jane Artist

Main – will show the list of the SCA calls

Profile : you can change your profile information

Entrant Profile: Jane Artist   [edit profile]   [change password]

This is your profile information that is associated with your entries. Please make sure all of the information is correct. Click [edit profile] above to make any changes to your profile and contact info or [change password] to change your password.

Help

Will open a new tab for the Help page on EntryThingy's website

Logout

Logout of your entrythingy account

EntryThingy for Artists

Will open a new tab on Entrythingy site with a list of all the open calls

FINISH LATER?

If you can't complete your entry all at once, use the EntryThingy Logout . When you're ready to complete it come back to this page and use your Email and Password to login. Select the **Complete Entry** button

SOCIETY OF CANADIAN ARTISTS
SOCIÉTÉ DES ARTISTES CANADIENS

My Entries:

380764
1/14/2020,
Not Submitted

COMPLETE ENTRY

CHECK YOUR ENTRY

Before completing and paying for your submission review each of your entries for accuracy. Use the **Edit** option to make any changes to a specific file. You can **delete** an entry too.

It isn't necessary, but you can use the [move up] or [move down] options to rearrange the order in which your images will appear

Your entry will have a status of **Not Submitted** until you have paid your jury fee

Entry Status: Not Submitted

Pay Now

VISA MasterCard AMERICAN EXPRESS DISCOVER

COMPLETE AND PAY

Select the **Pay Now PayPal** button. You will be taken to PayPal's site where you can pay your jury fee by credit card or on your PayPal account if you have one. Once the transaction is complete please select the **Return to Merchant** link (this is important!).

YOUR APPLICATION IS COMPLETE, NOW WHAT?

Once you've submitted your entry and paid your jury fee, all you can do now is wait. You can view your submission or print a copy by going back to the apply-for-elected-membership page and signing in. You **cannot** make changes, but you can use the **Print Entry** button to print your application.

You will be notified of the jury results on or before the posted Notification date.

Entry Status: Submitted

If you need to edit or add more pieces to your
submitted entry, please ask the art organization
hosting the call to set your entry status back to
'Not Submitted'.

Use the Logout option on the menu bar to Logout

Main   My Profile   Help   Logout

LOGIN DIRECTLY TO ENTRYTHINGY

To use EntryThingy as an artist is a PAID subscription. You don't need an account to submit to a show. You can watch their video to learn more about it.

Thank you for submitting to the Society of Canadian Artists artistic opportunities. We hope to see your work!